

PALO VERDE COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
BOARD OF TRUSTEES
One College Drive in Blythe – CL 101
(and Teleconference held at Needles Center, 725 West Broadway, Needles, CA)
Tuesday, October 23, 2012
5:00 p.m.

Meeting 12-21

MINUTES

I. OPENING OF MEETING

1. Call to Order
The Regular Meeting of the Board of Trustees was called to order by the Vice President of the Board, Ms. Rodriguez at 5:00 p.m.

2. Flag Salute
The Salute to the American Flag was led by Mr. Lewis, Clerk of the Board.

3. Roll Call
Present: Millie Rodriguez, Vice President
Jerry Lewis, Clerk
Ted Arneson, Trustee
Lincoln Edmond, Trustee
Ned Hydeuke, Trustee
George Thomas, Trustee
Frannie Gregory, Student Trustee

Administrators Present: Denise Whittaker, Interim Superintendent/President
Sharon Jones, Interim Vice President, Instructional and Student Services

Absent: Mr. Gonzales, President

Recorder: Carrie Mullion, Administrative Assistant to Superintendent/President and Board of Trustees

Visitors: On file in the Superintendent/President's Office.

4. Approval of the Minutes of the Regular Meeting of September 25, 2012.
It was moved by Mr. Edmond, seconded by Dr. Thomas, and unanimously carried, that the Minutes of the Regular Meeting of September 25, 2012 be approved.

(These minutes are a concise summary of reports, discussion and actions taken at this meeting. For detailed comments and discussion, a tape is available to the public for 30 days after the date of this meeting.)

I. OPENING OF MEETING (continued)

5. Approval of the Agenda for this meeting.

It was moved by Mr. Lewis, seconded by Dr. Thomas, and unanimously carried, that the Agenda for this meeting be approved with the addition of including language in Action Item C-110 for the approval of recruiting for a one semester, full time replacement for Sharon Jones's teaching position for spring 2013 (as a temporary replacement while she is serving as the Interim Vice President of Instructional and Student Services).

II. HEARING OF CITIZENS (AGENDA ITEMS)

Members of the public have this opportunity to directly address the Board on agenda items, subject to a five (5) minute time limitation per individual. Pursuant to the Brown Act Government Code Section 54954.2(a): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."

None.

III. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS

The Interim Superintendent/President respectfully asks if any of the Governing Board members need to recuse themselves from any item where there might be a potential conflict of interest.

None.

IV. PUBLIC NOTICE/HEARING

None.

V. PRESENTATION

None.

VI. DISCUSSION

1. Second read of Follow-Up Report to the Accrediting Commission for Community and Junior Colleges dated October 24, 2012.

Ms. Whittaker asked the Board of Trustees if they had any changes or comments. There were none.

VII. REPORTS

1. Associated Student Government - Frannie Gregory, Student Trustee

- Martin Suro, President of ASG resigned due to conflicts in his schedule. The Vice President, Bobby Camacho, will assume the President's position.
- Ruth Brown Elementary School first graders will take a tour of Palo Verde College campus on November 3, 2012.
- Ariel Ramirez, ASG Historian, was crowned Miss Blythe for 2013.

2. Academic Senate – Biju Raman, President

- Academic Senate is reviewing the reporting structure for faculty, and they are going to recommend a Dean of Student Services and a Dean of Instructional Services (2 positions), as opposed to the current structure that combines the two positions into one Vice President. A vote on this resolution will be taken sometime in November.

The Board of Trustees had questions and comments. Ms. Whittaker explained the process of AB 1725, and how it works when Academic Senate makes a recommendation.

VII. REPORTS (continued)

3. CSEA, Chapter 180 – Richard Soto, President
Not present for this meeting.
4. CCA/CTA – Robert Robertson, Secretary
 - An explanation of the ballot measures was provided. CCA/CTA is endorsing yes on Proposition 30, no on Proposition 32, no on Proposition 38.
 - State Council suspended its' fall meeting to campaign on ballot issues, which Dr. Robertson participated in.
5. Interim Superintendent/President, Denise Whittaker
 - The inaugural event in the Fine and Performing Arts Complex, Miss Blythe Pageant, was a big success.
 - Ms. Barbara Beno will come to Palo Verde College on Thursday, October 25, 8:00 – 11:00 a.m., to visit the college campus. Ms. Whittaker invited the Trustees to join herself and Ms. Beno on a walking tour of the campus.
6. Interim Vice President of Instructional and Student Services, Sharon Jones
 - Ms. Jones introduced herself and provided a snapshot of her professional and personal experience.
 - Admissions and Records mailed mid-term grades on October 19th. There may be closures in the A & R department due to shortage of staff.
 - Financial Aid Department is processing the second disbursement of Pell Grants for October 31st. Due to lack of staff, the Financial Aid Department will be closed for one hour for lunch.
 - There are currently 223 students receiving services through DSP&S. Hortensia Rivera, DSP&S Director/Counselor, has attended professional growth conferences recently to help her in her new position.
 - 34 late start classes began October 15th; six are at the Needles Center; four were added due to high enrollment; and seven were canceled.
7. Board of Trustees Comments and Discussion
 - Ms. Rodriguez asked a protocol question; if a question is asked of the Board of Trustees during the Hearing of Citizens item on the agenda, is the Board allowed to answer the question? Ms. Whittaker stated that according to the Brown Act, citizens may either speak during the Hearing of Citizens section of the agenda (after filling out a Speaker Request Form), or they have the right to specify on the Speaker Request Form to address the Board at that particular agenda item. The speaker should disclose on the form when they would like to speak. Generally, there is no public discussion about agenda items, but sometimes questions can be answered by the Board or referred to the Superintendent/President for follow-up.

Ms. Rodriguez welcomed Mr. Hyde to the Board of Trustees.

- Mr. Arneson reported that the Board Finance and Audit Committee met on October 11, 2012, and discussed the proposed Debt Mitigation Plan and back-up explanation from Magis Advisors. The Committee is recommending that the Board invite Mr. Tim Schaefer of Magis Advisors, and Mr. C.M. Brahmhatt as the District's financial consultant, to make a presentation to the Board regarding a formal Debt Mitigation Plan for the Certificates of Participation at the November 13, 2012 Board meeting. The Board will be presented with a draft of the Debt Mitigation Plan for 1st Reading on

VII. REPORTS (continued)

November 13, 2012, and for 2nd reading and final approval at the December 11, 2012 Board meeting.

Mr. Arneson also commended Denise Taylor for her involvement in the successful cancer walk that generated over \$48,000 in donations for Blythe area cancer victims.

Mr. Arneson commented that he was not agreeable to the change in the Consent Agenda format as proposed by the Interim Superintendent/President, and that he wanted the Board to know that if we followed the process as suggested, he would pull every item for discussion because it was important to him to have the ability to address each item. Interim Superintendent/President Whittaker commented that the intent of the Consent Agenda is to include only routine, non-controversial items and that there is a mechanism for identifying those items where further comment, question, or discussion is desired by any Board Member. Ms. Whittaker noted that the purpose of the Consent Agenda is to provide greater time for the Board to discuss the non-routine items on the Action Agenda, but that if the Board prefers to leave the agenda as previously designed, it is their agenda and they may do so. Several other Board members made comments and the consensus was to maintain the agenda and the process for having the ability to comment on the Consent Agenda items as has been done in the past.

- Mr. Lewis stated that the Board Finance and Audit Meeting was very enlightening and informative. A review of Board Policies, options for the purchase of Certificates of Participation in order to pay down debt, and budget issues were studied. Mr. Lewis invited all Trustees to attend the meeting.

Mr. Lewis also commented that the current skype communication between the main campus and Needles Center that is being used for the Board meetings does not work well. Ms. Whittaker stated that the classrooms that provide ITV have classes scheduled in them at the same time board meetings are scheduled, therefore ITV cannot be used and skype is the only way to communicate with the Needles Center for board meetings at this time.

Mr. Lewis introduced Ms. Pam Blake, Interim Director of Needles Center. Ms. Blake provided a snapshot of her personal experiences, and her plan of working with Needles High School to bring classes and growth to Palo Verde College and the community of Needles. Mr. Lewis would like Ms. Whittaker and Ms. Jones to research assessment testing that will accommodate Needles High School students.

VIII. INFORMATION ITEMS

1. Accreditation Commission will conduct a Palo Verde College Site visit on November 20, 2012.
2. Palo Verde Community College Purchase Order Activity Report for September 2012
(shown loose in Board folders).

IX. CONSENT RESOLUTIONS

(Consent Agenda items are those of a routine and non-controversial nature, submitted as a package as a single item, and voted on, without any discussion. The Consent Agenda provides the Board the opportunity to spend more time on non-routine, Action items that may necessitate greater in-depth discussion. The Board President will ask if any of the Board Members desire to pull any items from the Consent Agenda for further discussion. If so, the item/s will be pulled for discussion and separate approval, after the Consent Agenda has been approved.)

Ms. Rodriguez stated that Consent Resolutions will be conducted as they have in the past.

A. INSTRUCTION

Resolution 12-21 A-26 - PART-TIME INSTRUCTORS/COUNSELORS FOR FALL SEMESTER 2012

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves instructors/counselors for fall semester 2012, as shown in Reference A-26.

B. BUSINESS

Resolution 12-21 B-79 – AGREEMENT FOR CONSULTANT SERVICES (RANDALL)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Agreement for Consultant Services for Jaclyn Randall of Blythe, CA, to provide journalistic services and public relations for newspaper coverage of not less than two articles per month for Palo Verde College. Contractor will submit articles to the local paper, neighboring areas such as Needles, Imperial County, Arizona and desert areas, as well as to state and national papers, at a rate of \$2500 per semester (Fall 2012 and Spring 2013), not to exceed \$5000, effective October 23, 2012 through June 30, 2013.

Resolution 12-21 B-80 – AGREEMENT BETWEEN NEEDLES UNIFIED SCHOOL DISTRICT AND PALO VERDE COMMUNITY COLLEGE DISTRICT

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Agreement Between Needles Unified School District (NUSD) and Palo Verde Community College District (PVCCD). PVCCD will offer vocationally-oriented classes or programs to be determined by the needs of the Needles community and surrounding area. NUSD will provide to PVCCD the use of the facilities at Needles High School, Needles, CA, at a rate of \$20.00 per class hour during the time each class meets at the facility. This Agreement will be reviewed annually and shall continue indefinitely or until either party contacts the other in writing requesting change or termination, as shown in Reference B-80.

Resolution 12-21 B-81 – AGREEMENT FOR CHILD DEVELOPMENT SERVICES, AMENDMENT 01, FY 2012-2013

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Amendment 01, FY 2012-2013, of the Annual Contract (CSPP-2372) between California Department of Education and PVCCD Child Development Center, which states the Maximum Reimbursable Amount shall be increased from \$259,512 to \$292,869 (an increase of \$33,357), and the minimum Child Days of Enrollment Requirement shall be increased from 7,548.0 to 8,518.6, and adopts appropriate resolution, as shown in Reference B-81, with the California State Department of Education, for the purpose of providing general child care and development services in fiscal year 2012-2013,

IX. CONSENT RESOLUTIONS (continued)

C. PERSONNEL

(Management/Confidential)

(THE FOLLOWING RESOLUTION WAS PULLED FROM CONSENT RESOLUTIONS FOR DISCUSSION IN CLOSED SESSION AT THE END OF THIS MEETING)

Resolution 12-21 C-104 – PROMOTION OF DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS (WOODS)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the promotion of Suzy Woods as full time Director of Financial Aid & Scholarships, a 12 month, 8 hours per day, 40 hours per week, Classified Management/Confidential position, with salary placement on the Classified Management/Confidential Salary Schedule of Row 6, Step 9, effective October 15, 2012.

Resolution 12-21 C-105 - TEMPORARY HOURLY FOUNDATION ASSISTANT (WALNOHA)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves Melinda Walnoha (retired annuitant) to assist in formalizing administrative components necessary to operate a functioning Foundation, to be paid her current hourly per diem rate through June 30, 2013 not to exceed 960 hours.

(Classified)

Resolution 12-21 C-106 – PROMOTION OF INSTRUCTIONAL SERVICES SECRETARY (RICE)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the employment of Esther Rice as full time Instructional Services Secretary, a 12 month, 8 hours per day, 40 hours per week, CSEA classified position, with salary placement on the Classified Salary Schedule of Row 4, Step 8, a lateral transfer, effective October 3, 2012.

(THE FOLLOWING RESOLUTION WAS PULLED FROM CONSENT RESOLUTIONS FOR DISCUSSION IN CLOSED SESSION AT THE END OF THIS MEETING)

Resolution 12-21 C-107 - TEMPORARY EXECUTIVE SECRETARY TO THE VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT SERVICES (GRUNDY)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the employment of Dora Lee Grundy (retired annuitant) as a Temporary Executive Secretary to the Vice President of Instructional and Student Services, to replace an employee who is out on extended sick leave. Salary placement will be on the Hourly Classified Salary Schedule of Row 7, Step 8, effective October 1, 2012 to December 21, 2012.

(THE FOLLOWING RESOLUTION WAS PULLED FROM CONSENT RESOLUTIONS FOR DISCUSSION IN CLOSED SESSION AT THE END OF THIS MEETING)

Resolution 12-21 C-108 – TEMPORARY FINANCIAL AID SECRETARY (M. HUNT)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the employment of Mindy Hunt as Temporary Financial Aid Secretary, at a salary placement on the Hourly Classified Salary Schedule of Row 4, Step 1, effective October 8, 2012, and until a permanent employee is hired.

IX. CONSENT RESOLUTIONS (continued)

(Student Personnel)

Resolution 12-21 C-109 – PART-TIME TEMPORARY STUDENT EMPLOYEES FOR FALL SEMESTER 2012

BE IT RESOLVED, that the following part-time temporary student employees (student aides, interpreters/student services clerks, tutors, peer counselor/coordinators, and peer counselor/recruiters) be approved for Fall Semester 2012:

<u>Name</u>	<u>Position/Department</u>	<u>Rate of Pay (per hour)</u>
Barragan, Jessica	Student Aide/Learning Skills Center	\$8.00
Chavez, Rodolfo	Tutor/Autos Program	8.75
Machado, Gustavo	Tutor/Learning Skills Center	8.75
Williams, Ashley	Student Aide/Library	8.00

(Blanket Motion)

It was moved by Mr. Lewis and seconded by Dr. Thomas that Consent Resolutions be approved.

Mr. Arneson requested that Resolutions 12-21 C-104, 12-21 C-107, 12-21-C-108 be pulled from the agenda for discussion in Closed Session. As these were personnel/potential litigation items, the Brown Act allows for an emergency Closed Session to be called when an unknown or unanticipated item or issue surfaces after the agenda has been posted. In this case, issues of a potential legal nature surfaced regarding the items noted, and therefore necessitated the need for an emergency Closed Session. It should be noted that such action requires a 2/3rds vote, which was inadvertently over-looked as the entire Board agreed to the need for the Closed Session to convene at the end of the regular meeting.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No Abstain Absent 1

X. ACTION ITEMS

B. BUSINESS

Resolution 12-21 B-82 – AGREEMENT WITH QUALITY COPYING INC.

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the agreement with Quality Copying Inc., to install, operate, maintain, and service equipment and supplies for Facilities Management Cost-Per-Copy system for self-serve, coin-operated photocopiers and printers, at no cost to Palo Verde College District, as shown in Reference B-82. Palo Verde College will receive a monthly commission of 10% on all vended copies and prints. The Term of Agreement shall be for a period ending 60 months after installation, after which it may be extended for additional 12 months.

It was moved by Mr. Arneson, and seconded by Mr. Edmond, that Resolution 12-21 B-82 be approved.

Discussion occurred and Ms. Whittaker clarified.

X. ACTION ITEMS (continued)

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 B-83 – AMENDMENT TO SUBSCRIPTION AGREEMENT BETWEEN PALO VERDE COLLEGE AND rSMART, INC.

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Amendment to Subscription Agreement Between Palo Verde College and rSMART, Inc. for a three year extension of subscription contract, effective October 1, 2012 through September 30, 2015. Funding will come from Title III Grant in the amount of \$68,157. rSMART provides software hosting, subscriptions, and services for the Sakai CLE solution, as shown in Reference B-83.

It was moved by Mr. Arneson, and seconded by Mr. Edmond, that Resolution 12-21 B-83 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 B-84 – AGREEMENT WITH ELLUCIAN

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the Agreement with Ellucian (formerly named Datatel), to provided Business Object Consulting Services, effective October 24, 2012 for a period of 12 consecutive months, in the amount of \$20,000 for 80 consulting hours, to paid from Title III Grant funding, as shown in Reference B-84.

It was moved by Mr. Edmond, and seconded by Dr. Thomas, that Resolution 12-21 B-84 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

C. PERSONNEL

(THE FOLLOWING RESOLUTION WAS AMENDED)

Resolution 12-21 C-110 – INTERIM VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT SERVICES (JONES)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies the selection of Sharon Jones to serve full time as the Interim Vice President of Instructional and Student Services through June 30, 2013 unless otherwise extended, with salary placement on the on the Administrative Salary Schedule of Row 7, Step 9, effective October 15, 2012, *and approval of recruiting for a one semester, full time replacement for Sharon Jones's teaching position for spring 2013 (as a temporary replacement while she is serving as the Interim Vice President of Instructional and Student Services) (AMENDED).*

X. ACTION ITEMS (continued)

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 12-21 C-110 be approved.

Discussion occurred and Ms. Whittaker clarified.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 C-111 – REVISION OF ACADEMIC ADMINISTRATORS SALARY SCHEDULE

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the revision of Academic Administrators Salary Schedule, as shown in Reference C-111, reflecting the addition of the Chief Business Officer position to Row 6, and the modification of the title of the salary schedule from “Academic Administrators” to “Administrators”.

It was moved by Mr. Edmond, and seconded by Dr. Thomas, that Resolution 12-21 C-111 be approved.

Discussion occurred and Ms. Whittaker clarified.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 C-112 – APPROVAL OF CHIEF BUSINESS OFFICER JOB DESCRIPTION

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the job description for Chief Business Officer, as shown in Reference C-112.

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 12-21 C-112 be approved.

Discussion occurred and Ms. Whittaker clarified.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 C-113 – REORGANIZATION/PROMOTION OF CHIEF BUSINESS OFFICER (EGAN)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the reorganization/promotion of Russi Egan as Chief Business Officer, a 12 month, 40 hour per week, exempt, Administrative position, at Row 6, Step 4 of the Administrators Salary Schedule, effective October 26, 2012, due to the elimination of the Vice President of Administrative Services position and the subsequent reorganization of the Administrative Services Office.

X. ACTION ITEMS (continued)

It was moved by Mr. Lewis, and seconded by Dr. Thomas, that Resolution 12-21 C-113 be approved.

Discussion occurred and Ms. Whittaker clarified.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 C-114 – REVISION OF CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the revision of Classified Management/Confidential Salary Schedule as shown in Reference C-114, reflecting the addition of Director of Human Resources position to Row 8, due to reorganization of the Vice President of Administrative Services position,

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 12-21 C-114 be approved.

Discussion occurred and Ms. Whittaker clarified.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 C-115 – APPROVAL OF DIRECTOR OF HUMAN RESOURCES JOB DESCRIPTION

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the job description for Director of Human Resources, as shown in Reference C-115.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 12-21 C-115 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 C-116 – REORGANIZATION/PROMOTION OF DIRECTOR OF HUMAN RESOURCES (MITCHELL)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the reorganization/promotion of Debra Mitchell as Director of Human Resources, a 12 month, 40 hour per week Classified Management/Confidential position, at Row 8, Step 12 of the Classified Management/Confidential Salary Schedule, effective October 26, 2012, due to the elimination of the Vice President of Administrative Services position and the subsequent restructuring of the Human Resources Department.

X. ACTION ITEMS (continued)

It was moved by Mr. Lewis, and seconded by Mr. Hyduke, that Resolution 12-21 C-116 be approved.

Discussion occurred and Ms. Whittaker clarified.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

Resolution 12-21 C-117 - ACTING DIRECTOR M&O - EXTRA DUTY ASSIGNMENT (RHOADES)

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees ratifies extra duty assignment for Michael Rhoades as Acting Director of Maintenance & Operations, October 1, 2012 through June 30, 2013 to serve in a leadership capacity for Maintenance and Operations as agreed upon per the terms and conditions with CTA, at a stipend of \$2,000 per month.

It was moved by Mr. Arneson, and seconded by Mr. Hyduke, that Resolution 12-21 C-117 be approved.

Discussion occurred and Ms. Whittaker clarified.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No _____ Abstain _____ Absent 1

D. MISCELLANEOUS

Resolution 12-21 D-44 – BOARD OF TRUSTEES ACCREDITATION RESOLUTION ON GOVERNANCE

WHEREAS, the Governing Board of Palo Verde Community College District (PVCCD) recognizes that the primary purpose of an ACCJC-accredited institution is to foster learning in its students, and has established Accreditation Standards whereby institutions of higher learning are accredited¹;

WHEREAS, the Governing Board is committed to adhering to ethical leadership and governance standards;

WHEREAS, Accreditation Standard IV, *Leadership and Governance*, establishes that PVCCD “recognizes and utilizes the contributions of leadership throughout the organization for continuous improvement of the institution.”²;

WHEREAS, Accreditation Standard IV, *Leadership and Governance*, establishes that “Governance roles are designed to facilitate decisions that support student learning programs and services and improve institutional effectiveness, while acknowledging the designated responsibilities of the governing board and the chief administrator.”³;

X. ACTION ITEMS (continued)

WHEREAS, Accreditation Standard IV-A, *Decision-Making and Processes*, establishes that *“The institution recognizes that ethical and effective leadership throughout the organization enables the institution to identify institutional values, set and achieve goals, learn, and improve.”*⁴;

WHEREAS, Accreditation Standard IV-A2, *Decision-Making and Processes*, further establishes that *“Institutional leaders create an environment for empowerment, innovation, and institutional excellence,.....establishing and implementing “...a written policy providing for faculty, staff, administrator, and student participation in decision-making processes”, with clearly defined roles in institutional governance”*⁵;

WHEREAS, Accreditation Standard IV-A3, *Decision-Making and Processes*, establishes that the discussion of ideas and effective communication among the College’s constituencies are facilitated, *“Through established governance structures, processes, and practices, so that the governing board, administrators, faculty, staff, and students work together for the good of the institution.”*⁶;

WHEREAS, Accreditation Standard IV-A3, *Decision-Making and Processes*, establishes that, *“The institution advocates and demonstrates honesty and integrity in its relationships with external agenciesand agrees to comply with Accrediting Commission standards, policies, and guidelines...”*⁷;

WHEREAS, Accreditation Standard IV-A3, *Decision-Making and Processes*, establishes that, *“The role of leadership and the institution’s governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness....and the results are widely disseminated.”*⁸;

THEREFORE BE IT RESOLVED, each member of the PVCCD Board of Trustees accepts and adheres to the ACCJC/WASC Accreditation Standards, particularly applicable to leadership and governance, as publicly witnessed on this 23rd day of October, 2012, shown as Reference D-44.

It was moved by Dr. Thomas, and seconded by Mr. Edmond, that Resolution 12-21 D-44 be approved.

Mr. Lewis commended Ms. Whittaker, staff, and the Palo Verde College community for all their hard work in putting together the Follow-up Report to the Accrediting Commission.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No Abstain Absent 1

Resolution 12-21 D-45 – BOARD OF TRUSTEES ACCREDITATION RESOLUTION ON FISCAL INTEGRITY AND BOARD RESPONSIBILITY

WHEREAS, the Governing Board of Palo Verde Community College District (PVCCD) recognizes that the primary purpose of an ACCJC-accredited institution is to foster learning in its students and has established Accreditation Standards whereby institutions of higher learning are accredited¹;

WHEREAS, the Governing Board is committed to adhering to ethical leadership and governance standards;

X. ACTION ITEMS (continued)

WHEREAS, Accreditation Standard IV.B.1.c, *Leadership and Governance*, establishes that PVCCD “recognizes that the Board has ultimate responsibility for educational quality, legal matters, and financial integrity.”²;

WHEREAS, Accreditation Standard IV.B.1.c, *Leadership and Governance*, establishes that the Board of Trustees “is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services”³ at Palo Verde College;

WHEREAS, Accreditation Standard IV.B.1.c, *Leadership and Governance*, establishes that the Board of Trustees “is responsible for establishing policies to assure the ...financial stability of the institution.”⁴;

WHEREAS, Accreditation Standard IV.B.1.c, *Leadership and Governance*, establishes that Board of Trustees “adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college”⁵;

WHEREAS, Accreditation Standard IV.B.1.c, *Leadership and Governance*, establishes that the Board of Trustees *has ultimate responsibility for educational quality, legal matters, and financial integrity.*⁶;

THEREFORE BE IT RESOLVED, each member of the PVCCD Board of Trustees accepts and adheres to the ACCJC/WASC Accreditation Standards, particularly applicable to fiscal integrity and Board responsibility, as publicly witnessed on this 23rd day of October, 2012, shown as Reference D-45.

It was moved by Dr. Thomas, and seconded by Mr. Hyduke, that Resolution 12-21 D-45 be approved.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No Abstain Absent 1

Resolution 12-21 D-46 – ACCEPTANCE OF PALO VERDE COMMUNITY COLLEGE DISTRICT FOLLOW-UP REPORT TO THE ACCREDITATION COMMISSION

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves and accepts the Follow-Up Report to the Accreditation Commission dated October 24, 2012, as submitted (*shown loose in Board folders*).

It was moved by Mr. Lewis, and seconded by Mr. Edmond, that Resolution 12-21 D-46 be approved.

Ms. Rodriguez commented that the Follow-Up Report to the Accreditation Commission was very well written.

Student Advisory	<u>Yes</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No Abstain Absent 1

X. ACTION ITEMS (continued)

Resolution 12-21 D-47 – STUDENT TRUSTEE EXCUSED ABSENCE FROM BOARD MEETING

BE IT RESOLVED, that Palo Verde Community College District Board of Trustees approves the excused absence, per Board Policy 2725, for purposes of compensation, of Student Trustee Frannie Gregory from the PVCCD Board of Trustees Regular Meeting on September 25, 2012.

It was moved by Mr. Arneson, and seconded by Dr. Thomas, that Resolution 12-21 D-47 be approved.

Student Advisory	<u>Recused</u>	Gonzales	<u>Absent</u>	Rodriguez	<u>Yes</u>
Arneson	<u>Yes</u>	Hyduke	<u>Yes</u>	Thomas	<u>Yes</u>
Edmond	<u>Yes</u>	Lewis	<u>Yes</u>		

Motion carried/lost; Aye 6 No Abstain Absent 1

XI. HEARING OF CITIZENS (NON-AGENDA ITEMS)

(Members of the public have this opportunity to directly address the Board on items of interest to the public, subject to a five (5) minute time limitation per individual.)
None.

XII. ADJOURN TO CLOSED SESSION

The Board of Trustees, Ms. Whittaker, Interim Superintendent/President, and Ms. Jones, Interim Vice President of Instructional and Student Services, adjourned to Closed Session at 6:26 p.m. to discuss the following

1. Resolution 12-21 C-104 – PROMOTION OF DIRECTOR OF FINANCIAL AID & SCHOLARSHIPS (WOODS)
2. Resolution 12-21 C-107 - TEMPORARY EXECUTIVE SECRETARY TO THE VICE PRESIDENT OF INSTRUCTIONAL AND STUDENT SERVICES (GRUNDY)
3. Resolution 12-21 C-108 – TEMPORARY FINANCIAL AID SECRETARY (M. HUNT)

XIII. RECONVENE TO OPEN SESSION

The Board of Trustees, Ms. Whittaker, Interim Superintendent/President, and Ms. Jones, Interim Vice President of Instructional and Student Services, reconvened to Open Session at 8:00 p.m., and Ms. Rodriguez, Vice President and acting in the absence of Board President Gonzalez stated that the following action was taken in Closed Session:

“The Board of Trustees took action in Closed Session to approve Resolution 12-21 C-104, Resolution 12-21 C-107, and Resolution 12-21 C-108.”

XIV. ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

**Minutes approved at the November 13, 2012
Regular Board Meeting.**

Interim Secretary of the Board